Approval: _Original Signed by Mark Arenaz_   Date: _12/17/02_
Manager, National Spent Nuclear Fuel Program

Approval: _Original Signed by Robert Blyth_   Date: _12/17/02_
NSNFP Quality Assurance Program Manager

I.   PURPOSE AND SCOPE

This procedure describes the process for accepting *U.S. Department of Energy (DOE) spent nuclear fuel (SNF) site* (see glossary) quality assurance (QA) programs and processing deliverables received from DOE SNF sites as stipulated by memorandums of agreement (MOAs) between the DOE SNF sites and the National Spent Nuclear Fuel Program (NSNFP). The QA program and deliverables represent the DOE SNF site management and operating (M&O) contractor or management and integration (M&I) contractor programs that apply to the performance of activities included in the Comprehensive MOA (CMOA) between DOE Office of Environmental Management (EM) and the DOE Office of Civilian Radioactive Waste Management (OCRWM) (see Reference section).

II.   SUMMARY

This procedure describes the conditions that lead to the review for acceptance of DOE SNF site QA programs, determination of the methods for the review, and communication of the results, including conditional acceptance or suspensions. The procedure addresses review and distribution of deliverables submitted by DOE SNF sites as required by MOAs.

III.   PROCEDURE

A.   Initiating Conditions for Acceptance of DOE SNF Site QA Programs and Changes

QAPM   1.   At the direction of the NSNFP QA Program Manager (QAPM), NSNFP QA Staff (QAS) initiates a review of a DOE SNF site QA program when an MOA between the DOE SNF site and the NSNFP has been signed and the following submittals are available.

a.   A Quality Assurance Requirements and Description (QARD) Requirements Matrix

b.   Copies of M&O/M&I implementing procedures

c.   A policy statement

d.   Q-list.

B. Review for Acceptance of a DOE SNF Site QA Program

QASM/QAS 1. Prior to start of quality-affecting work by DOE SNF site organizations or as DOE SNF QA program documents are changed:

    a. Obtain the current DOE SNF site QARD Requirements Matrix, implementing procedures, policy statement, and Q-list.

    b. Determine the measures for the QA program review for acceptance to include the following methods.

        (1) Desktop review of the DOE SNF site QARD Requirements Matrix, implementing procedures, policy statement, and Q-list

        (2) Surveillance of selected activities (optional)

        (3) Performance of a compliance audit of selected activities.

    c. Assign the review to the NSNFP QAS.

NSNFP QAS 2. For desktop reviews, process the DOE SNF site documentation as *external documents* (see glossary) in accordance with NSNFP Program Management Procedure (PMP) 6.04.

    a. Compare the DOE SNF site QARD Requirements Matrix and implementing procedures to the applicable revision of the QARD.

    b. Record inconsistencies requiring resolution.

    c. If required by the NSNFP QAPM, schedule and perform surveillances or audits of selected activities.

    d. Review the NSNFP surveillances or audits of the DOE SNF site to determine those inconsistencies captured and controlled by the NSNFP corrective action process.

    e. Coordinate with the DOE SNF site organization to resolve inconsistencies not otherwise controlled by the NSNFP corrective action process.

    f. Based on a satisfactory path forward for correction of inconsistencies identified in a desktop review and deficiencies identified by surveillance/audits, prepare correspondence for NSNFP QAPM approval indicating the acceptance of the DOE SNF site QA program.

        1. A conditional acceptance may be granted or a suspension of acceptance may be issued based on the status of the technical work and/or extent of QA Program deficiencies.

C. Review and Distribution of Routine Deliverables

NSNFP
QAS

1. Review deliverables required by DOE SNF site MOAs (typically submitted to NSNFP on a quarterly basis) for completeness.

2. Prepare correspondence for NSNFP QAPM approval, acknowledging the receipt of the required deliverables or requesting additional information if necessary.

3. Distribute copies of the deliverables to NSNFP QAS personnel responsible for trending, assessment scheduling, and QA program information management.

4. Transmit record copies of the deliverables in accordance with NSNFP PMP 17.01.

IV. REFERENCES

DOE, *Memorandum of Agreement for Acceptance of Department of Energy Spent Nuclear Fuel and High-Level Radioactive Waste,* Revision 1, between the Assistant Secretary for DOE-EM, Washington, D.C., and the Director of DOE-RW, Washington, D.C., January 1999.

V. DEFINITIONS

Terms appearing in italics followed by the notation "see glossary" are defined in the NSNFP Documents Manual Introduction and Glossary.

VI. ATTACHMENTS

None.

VII. RECORDS

The following records generated as a result of this procedure require retention in accordance with the identified classification and PMP 17.01.

Lifetime

A. Correspondence accepting a DOE SNF site QA program and revisions

B. DOE SNF site QARD Requirements Matrix and revisions

C. DOE SNF site policy statement and revisions

D. DOE SNF site Q-lists and revisions.

Nonpermanent

A. Deliverables required by DOE SNF site MOAs.

VIII. PROCEDURE FLOW DIAGRAM

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